

**Program Assistant II**  
**NH Commission on the Status of Women**

Highly organized, detailed-oriented individual sought to provide administrative support to the Commission, a state agency that works on behalf of NH women. Min. qual. Associates and three year's experience with public contact responsibilities. Duties include providing resource referral; maintaining computer databases; performing accounts payable and receivable. Excellent communication skills and computer proficiency a must. Interest in women's issues preferred. Salary mid-\$20,000 with an exceptional benefits package. Qualified candidates will be invited to a structured interview. Please send cover letter, short writing sample, and resume with three references to Program Assistant II Search, NH Commission on the Status of Women, State House Annex Room 414, Concord NH 03301. Info at 603-271-2660; [www.nh.gov/csw](http://www.nh.gov/csw).